

COUNTY OF LOS ANGELES SCHOOL WAIVER APPLICATION FOR GRADES TK – 2 IN-PERSON EDUCATION COVER SHEET

Full Name of School Requesting Waiver:

School Type:

Date of Submission:

School District Superintendent or School Head Administrator Name:

Phone:

Address: _____ City: _____ Zip: _____

School District Where Your School is Located:

Estimated total number of students that will return for in classroom instruction per grade (if none, enter 0):

TK: _____

K: _____

1: _____

2: _____

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in classroom instruction for grades TK - 2:

Anticipated total number of cohorts returning: _____

Anticipated mode of attendance for In-classroom instruction:

Percent of student body who qualify for Free Or Reduced-Priced Meals: _____

URL where re-opening protocols are posted: _____



Supporting materials to include with this cover sheet:

- ☐ Letter from district superintendent or head administrator for private/charter school requesting this waiver.
- ☐ Letters of support from the following groups:
 - ☐ All labor unions representing employees at the school reopening for classroom instruction (**REQUIRED**). If school employees are not represented by a union, a letter from other organizations representing teachers/staff **OR** a letter signed by majority of teachers/staff must be submitted.
 - ☐ Parent organization(s) at the school reopening for classroom instruction. (**REQUIRED**)
 - ☐ Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction. (RECOMMENDED)
- ☐ A completed Los Angeles County Department of Public Health [K-12 School re-opening protocol checklist](#).

By checking these boxes, I attest:

- ☐ Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all teachers and staff who will be involved in in-person instruction.
- ☐ A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- ☐ I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

EMAIL THIS COMPLETED COVER SHEET AND ALL SUPPORTING MATERIALS TO
SchoolwaiversC19@ph.lacounty.gov.





Los Encinos
School

17100 Ventura Boulevard, Encino, CA 91316

PH: (818) 990-1006 FAX: (818) 990-0142 WEB: www.losencinosschool.org

October 8, 2020

County of Los Angeles Department of Public Health

Re: School Waiver, TK-2 In-Person Education

Dear Representative:

Los Encinos is a small independent school located in San Fernando Valley, serving 169 students in grades Kindergarten through six. Los Encinos School seeks the waiver to reopen for on-campus instruction for the K-2 grades.

Our school community is committed to providing a safe and healthy physical learning environment, adhering to all CDC, State of California Department of Public Health, and LA County of Public Health directives and protocols.

In early April, we formed a Covid-19 Advisory Task Force consisting of experts in a variety of fields including, medical professionals, business leaders, parents, and faculty members, to help develop a strategy to navigate through these times. The Task Force collaborated to develop plans to return our students to campus in a prudent manner, including changes to our physical plant and operational structures. The school offered on-going guidance to the community by providing Q & A sessions for parents and teachers facilitated by Dr. Boris Vaisman and Dr. Fran Kaufman.

In collaboration with the Task Force, the school administration has developed a comprehensive Re-Entry Plan, Covid-19 Response Guide, Employee, and Student At-Home Screening Assessment, Management Guide for Covid-19 Exposures Involving Students and Adults, and an extensive delineated Learning Format Guide.

Attached you will find the required documents:

- County of Los Angeles School Waiver Application for Grade TK-2 In-Person Education
- Los Encinos School Learning Formats
- Covid-19 Response Guide
- Employee Screening Assessment

- Student Screening Assessment
- Management Guide for Covid-19 Exposure.
- Letter of Parent Support
- Acceptance Declaration of Faculty and Staff document and spreadsheet of support
 - Total 32 employees (Administration, Faculty, Staff), 95% in support; note one employee on leave, no response
- Letter of Support Community

Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, reading "Ilene Reinfeld". The script is fluid and cursive, with the first name "Ilene" and last name "Reinfeld" clearly legible.

Ilene Reinfeld
Head of School

Daily Employee Assessment for On-Campus

Please answer these brief questions prior to reporting on campus. Thank you

* Required

1. Name: *

Symptoms Associated with COVID-19 from the CDC

Anyone can have mild to severe symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

NOTE: If ill with fever, employee must be fever free (LES defined "fever" is 99.5° F or greater) for at least 48 hours without the use of fever-reducing medicines AND any respiratory symptoms to return to campus.

2. I took my temperature at home today and it is at or below 99.5 degrees Fahrenheit *

Mark only one oval.

☐ Yes

☐ No

3. I have no symptoms listed above. I feel healthy and will be working on campus today.

*

Mark only one oval.

☐

Yes

☐

No, I will not be coming to campus and will email Jonathan Beckmann

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Acceptance Declaration

We the administration, faculty, and staff at Los Encinos School (K-6 elementary school) support the application for the County of Los Angeles School Waiver for TK-2 In-Person Education. We understand and will follow all health and safety guidelines. The School will continue to offer an online learning format for families that choose to opt out of on-campus learning for grades K-2 and for all other grades.

* Required

1. Email address *

2. Please print your full name and title *

3. PLEASE ACCEPT *

Check all that apply.

☐ I AGREE

☐ N/A

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Acceptance Declaration - Responses

#	Timestamp	Email Address	Please print your full name and title	PLEASE ACCEPT
1	10/7/2020 1:46:47	jbeckmann@losencinosschool.org	Jonathan Beckmann Assistant Head of School	I AGREE
2	10/7/2020 8:39:36	vgordon@losencinosschool.org	Valerie Gordon, Director of Integrated Studies/Art Teacher	I AGREE
3	10/7/2020 8:39:49	mtopolsky@losencinosschool.org	Michele Topolsky, Executive Assistant to Head of School	I AGREE
4	10/7/2020 8:40:18	aacosta@losencinosschool.org	Alina Acosta, Science Teacher	I AGREE
5	10/7/2020 8:40:30	ehutchinson@losencinosschool.org	Eric Hutchinson, sixth grade teacher.	I AGREE
6	10/7/2020 8:42:46	npennington@losencinosschool.org	Nicole Pennington, Business & Development Officer	I AGREE
7	10/7/2020 8:44:17	cbell@losencinosschool.org	Mrs. Carlin Elizabeth Bell, Teacher Grade 4	I AGREE
8	10/7/2020 8:44:20	jfalk@losencinosschool.org	Jay Falk, Director of Communications	I AGREE
9	10/7/2020 8:47:46	tlotts@losencinosschool.org	Terri Lotts- first grade head teacher	I AGREE
10	10/7/2020 8:49:25	lbyer@losencinosschool.org	Lindsay Byer 6th Grade Teacher	I AGREE
11	10/7/2020 8:57:15	brimiller@losencinosschool.org	Laura Bri Miller- kindergarten teacher/admissions coordinator	N/A
12	10/7/2020 8:59:30	ireinfeld@losencinosschool.org	Ilene Reinfeld Head of School	I AGREE
13	10/7/2020 9:02:49	bkroh@losencinosschool.org	Bonnie Kroh, Teacher Assistant	I AGREE
14	10/7/2020 9:27:17	jlapidus@losencinosschool.org	Jennifer Lapidus, Community Coordinator	I AGREE
15	10/7/2020 10:01:02	panthonyson@losencinosschool.org	Patricia Anthonyson / Teaching Associate	I AGREE
16	10/7/2020 10:39:34	dseidel@losencinosschool.org	Debbie Seidel- 2nd grade teacher	I AGREE
17	10/7/2020 11:38:27	tcostin@losencinosschool.org	Taylor Costin - PE Specialist	I AGREE
18	10/7/2020 11:51:37	mbachrach@losencinosschool.org	Marie Bachrach - Kindergarten Teacher	I AGREE
19	10/7/2020 12:02:47	nblanchard@losencinosschool.org	Nathan Blanchard, Teacher Grade 3	I AGREE
20	10/7/2020 12:21:03	ldaniels@losencinosschool.org	Lauren Daniels, Teacher	I AGREE
21	10/7/2020 13:18:18	terryclark@losencinosschool.org	Terry Clark, Athletic Director/Extended Care	I AGREE
22	10/7/2020 15:12:43	bbirch@losencinosschool.org	Bill Birch - Advancement Coordinator	I AGREE
23	10/7/2020 15:37:27	cerdmann@losencinosschool.org	Colleen Ermann, 2nd Grade Teacher	I AGREE
24	10/7/2020 20:01:32	jkim@losencinosschool.org	Jennie Kim - Fourth Grade Teacher	I AGREE
25	10/8/2020 6:31:50	jgrant@losencinosschool.org	Jordan Grant, Teacher Grade 2	I AGREE
26	10/8/2020 7:41:41	jcampos@losencinosschool.org	Juan F Campos, Teacher Assistant	I AGREE
27	10/8/2020 7:57:58	cmyers@losencinosschool.org	Chris Myers - Teacher	I AGREE
28	10/8/2020 8:04:40	snelson@losencinosschool.org	Sarah Nelson, Teacher Grade 3	I AGREE
29	10/8/2020 8:52:33	jvaisman@losencinosschool.org	Joanne Vaisman, Teacher Kindergarten	I AGREE
30	10/9/2020 8:39:50	tbirch@losencinosschool.org	Timi Birch - Primary Teacher	I AGREE
31	10/9/2020 9:05:25	dgonzalez@losencinosschool.org	Daniel Gonzalez, Maintenance	I AGREE

2020-2021 COVID-19 RESPONSE GUIDE



Los Encinos School Community



Los Encinos Faculty and Staff,

As we navigate the start of the 2020-21 school year, we want to provide a reference guide for our faculty and staff that can provide a framework for decision making and continued school operations.

The information presented in this guide is based upon guidance received from state and national authorities, including the [Centers for Disease Control](#), the County of Los Angeles Public Health, and the National Association of Independent Schools. Please note, COVID-19 information has been fluid and guidance continues to change. Due to these circumstances, the contents of this guide may be updated frequently.

This document is intended to be general guidance for LES faculty and staff and is subject to change as protocols and regulations are updated.

Reminder, all employees entering our campus will be required to complete an initial Health Screening. Employee should do a home assessment prior to leaving for work in accordance to LES guidelines. It is the responsibility of each employee to ask themselves these questions before coming onto our campus each day.

- 1. In the last 72 hours have I had a fever or chills and/or taken medication for a fever?**
- 2. Do you have COVID-19 symptoms such as new or worsening cough, shortness of breath or sore throat?**
- 3. In the past 14 days have you been in close contact (was within 6 feet for longer than 15 min without protective equipment) with a person known/suspected to have COVID-19 and/or have you been diagnosed with COVID-19?**

If you answered yes, do not come into work until further notice.

Please Note: Any staff member with serious underlying health conditions who has concerns about returning to work should contact Ilene as soon as possible. It is our plan to work with staff members concerned about returning to work through an interactive process.

Please sign the acknowledgement at the end of this document.

CLASSROOM GUIDANCE

CLASSROOM ARRANGEMENT AND PREPARATION

- Arrange student desks and tables in singular arrangement observing physical distancing practices throughout the entire day
- Clear all work surfaces, student desks, tables and teacher's desk at the end of each day
- Students will each have assigned seats
- Round tables may require face to face seating in certain circumstances. In the event spacing and front forward seating is not an option in a specific classroom, parents should be notified allowing them to make an educated decision on virtual or in-person learning.
 - Emphasis should be placed on hand washing and the use of facial coverings at all times.
 - Students at the same table should also eat together at their assigned lunch table.
- Special programs and celebrations inviting parents into the classroom will be temporarily suspended.
- Students will be able to bring their backpacks to school- they will be stored beside their desk.
- The following items are prohibited in the classroom:
 - Furniture from outside school that cannot be wiped down
 - Area rugs
 - Stuffed animals
 - Bean bags
 - Cloth window shades/curtains
 - Pillows
 - Fabric swings
 - Any educational play materials that cannot be sanitized after use (for example: sand tables or water tables)
 - Fake plastic plants, trees, etc.

PERSONAL PROTECTION EQUIPMENT

- Faculty and staff are required to wear protective facial coverings in common areas and in the classroom.
- Physical distancing should be adhered to at all times.
- Student should wear protective facial coverings during class time and while moving around the classroom.
- Physical prompting and physical intervention of students is discouraged; however, in the event it is required, staff will follow hand washing protocol.

MORNING ARRIVAL

- Teachers will be monitoring outside their classrooms encouraging all students to quickly arrive in the classroom for the start of the day.
- When students enter the classroom, they will be instructed to appropriately wash or sanitize their hands.
- Each morning prior to the start of school, all surfaces will be disinfected with an EPA approved disinfectant.

DISMISSAL

- Students should clear all items off of their desk at the end of each day so that the surfaces can be cleaned once again with an EPA approved disinfectant.

DESK SPACING

- In most classrooms, students will be able to be spaced 6 feet apart. Each classroom will space students desks according to the space and the number of students.
- Students' desks will all be facing the same direction.

LIMIT GROUPS IN RESTROOMS

- All grade-level pods will have a designated restroom. Restroom breaks should happen in a set or define period of time throughout the day. Teachers should limit the number of students in the restroom at one time. Teachers will try to avoid whole class restroom breaks. If a whole class restroom break is needed, teachers will monitor the number of students in the restroom. Teachers will remind students to stand at a distance and educate students about the importance of effective handwashing. Once one grade-level pod has finished the restrooms will be disinfected and ready for the next pod.

FOOD

- Students can pack their lunch and leave their lunch in their backpacks.
- Students should not bring food into the classroom unless approved by the classroom teacher.
- Cleaning protocols and personal hygiene protocols, as outlined in this document, should be followed and physical distancing should occur during snack time.

SUPPLIES

- Each student will have their own class materials. Students are discouraged to share all classroom items.
- In the event of sharing supplies, staff for students will wipe down the supplies between use with an EPA approved disinfectant. It may be necessary for the items to be quarantined for a period of up to 24 hours.

WATER

- Drinking fountains will be closed per health department recommendations. Students will be allowed to bring their own water bottles to school.

WORKING WITH SMALL GROUPS

- When working with small groups, teachers will wear a face mask or shield.
- Students will be spaced out in these small groups.
- The use of plexiglass dividers allows for students to work more closely. Masks are still required during this time.

RECESS

- Students should be going out to recess with their grade level pods.
- All grade-level pods will have designated spaces.
- Students will wash their hands or use hand sanitizer prior to recess and when returning to the classroom.

CLASSROOM MATERIALS

- Students will be able to use class sets of books. Students will use the same book each time.
- Books cannot be shared on the same day and need to remain at the students' work station. (They are not to be collected.)
- Books will need to be quarantined for 24 hours and wiped down with an EPA approved disinfectant before another student can use the book.
- After a student has read a book for the class library, students will return the book in a "used book" container. These books will sit for 24 hours. The books will be wiped down before they are returned to the shelf.
- Students will be encouraged to only use the computer that has been assigned to them.
- Teachers should use hand sanitizer before passing papers or other materials out to students.
- When students turn in papers, the papers should sit for 24 hours before the teacher may handle them.

STUDENT TRANSITIONS

- Throughout the campus there will be arrows and physical distancing signs. Please remind students to adhere to these notifications.
- Students should wear facial coverings when moving in shared spaces.
- Before leaving the class, students will need to take all of their belongings with them so the room can be completely sanitized.
- Students will be reminded to walk straight to their destination. They will also be reminded to keep their hands to themselves. All safety handrails will be disinfected regularly for use when going up stairs. When the student enters a new room, they will be able to wash their hands or use hand sanitizer.

STAFF TRANSITIONS

- Necessary instructional staff will be able to enter a classroom to help specific students.

STUDENT INTERACTION IN RESOURCE

- Students from different classrooms can interact with each other. Teachers will make reasonable efforts to maintain student physical distancing.

Art

On-Campus Model

CLASSROOM ARRANGEMENT AND PROTOCOLS

- All Students and teacher should sanitize hands at the beginning and end of each class.
- Students should work from assigned areas.
- Students should bring individual art supplies.
- Any borrowed materials will be disinfected before and after use with an EPA approved disinfectant.

- Teacher and students will work together to keep classroom clean and safe.
- All communal art supplies will be disinfected and rotated on a daily basis with an EPA approved disinfectant.
- Classes will enter and leave art room in a staggered formation.
- All communal spaces will be marked for appropriate physical distancing (pencil sharpener, sink areas, and drying rack).

PHYSICAL EDUCATION

On-Campus Model

- Students and staff wash or sanitize hands as they enter and exit the class.
- Students will physically distance upon entering and exiting the class, and when sitting in squads/assigned areas.
- Limit the use of physical education equipment, especially equipment that would be passed between or shared by multiple students throughout a class period.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period. Properly clean and disinfect equipment with an EPA approved disinfectant (by students or staff) between classes. If there is not equitable access to equipment for all students or if equipment cannot be properly cleaned and disinfected between classes, avoid the use of equipment altogether.
- If using equipment, keep extra materials available in case a piece of equipment being used by a student becomes dirty or unsanitary, or breaks during a lesson or activity.
- A shift in focus of curriculum to (health-enhancing fitness), (personal and social responsibility) and (value of physical activity) and incorporate activities (motor skills and movement patterns) and (movement concepts) that are safe and appropriate. In some situations, it may not be possible to address all Grade-Level outcomes due to the constraints of physical distancing.
- Teachers should focus on individual pursuits or skills rather than traditional team sports or activities (e.g. dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, throwing underhand, kicking and target games). See [*SHAPE America's 2020-2021 School Reentry Considerations: K-12 Physical Education, Health Education, and Physical Activity*](#)
- Use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Include opportunities for student choice and incorporate student-suggested activities when appropriate.
- Ensure lessons are planned around the available space for instruction.
- Class should be held outside, weather permitting. Avoid the use of playground equipment, benches, or other permanent structures.
- No food may be brought to class. Students should bring their own water bottle.

COVID-19 EXPOSURE/CONFIRMED DIAGNOSIS

- Faculty and staff members will report their own exposures/positive tests to Jonathan.

- Local health department will be consulted for guidance related to quarantine or closing areas of school, and other necessary measures based on CDC guidance at the time of the incident.
- Determination for school closure will be determined after Ilene and Jonathan consults the health department.
- Dial my Calls will be utilized to send after hours messages regarding closings.
- The individual who tested positive will not be identified in communications to the school community at large, however impacted students/staff will be notified without breaching confidentiality.
- All impacted parts of our campus will be sanitized when health officials determine it is safe to do so (Executive Services – our janitorial company has been certified to sanitize and disinfect our campus by Los Angeles Public Health).

FACILITIES & MAINTENANCE

DAILY CLEANING PROTOCOLS

- Daily cleaning will follow the CDC and LA County Public Health guidelines.
- Supplemental Cleaning Consistently Throughout the Day.
 - Clean all “high touch” surfaces every day. High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, light switches, keyboards, and tablets. Also, clean any surfaces that may have blood, stool, or body fluids on them. Clean with normal daily cleaning products and then a disinfectant or a combined cleaning solution and disinfectant.
 - Clean copier/printers with cloth dampened with sanitizer. DO NOT spray sanitizer or use bleach wipes on copier/ computers /printers.
- Lunch Table Cleaning
 - Lunch tables will be cleaned between each lunch times by custodial staff.
- Personal Area Cleaning
 - Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.
 - All personal areas will need to be organized nightly so they can be disinfected.
- Classroom Desks and Chairs
 - Desk tops and chair seat surfaces will be cleaned by custodial staff with approved sanitizing and disinfecting products.
- Athletics/PE
 - Establish a regular cleaning schedule for shared environmental surfaces and shareable equipment.

Throw disposable items used to clean surfaces and items in the trash immediately after each use.

DECONTAMINATION CLEANING

- Clean all contact surfaces in contaminated areas with an EPA approved disinfectant .
- Do not clean with dry dusting or sweeping because this may create aerosols. Use damp cleaning methods.
- Change mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure. Consider disposable cleaning items. Work from areas of light contamination to areas of heavier contamination.
- Use a double-bucket method (one bucket for cleaning solution, one for rinsing).
- Use fogging sprayer(s) to spray disinfect all surfaces,
- Clean, disinfect and dry equipment used for cleaning after each use.
- Throw disposable items used to clean surfaces and items in the trash immediately after use.

TRASH HANDLING

- Wear gloves.
- Avoid touching used tissues and other waste when emptying wastebaskets.

FACILITY MODIFICATIONS

- Drinking Fountains
 - Deactivate push button mechanisms or shut off water supply. Bottle fill stations will still be active.
 - Classroom and sink faucets will remain active for handwashing.
- Classrooms - Elementary
 - Teachers shall remove all personal shareable equipment; I.E., bean bag chairs, pillows and cushions, stuffed animals, carpet remnants and drugs, etc. that cannot be hand wiped down with sanitizer and cleaning towels.
 - Hard or non-porous surfaced shareables shall be cleaned at beginning of school day and at end of school day by teaching staff.

HEATING, COOLING and VENTILATION

- HVAC has been modified to include a germicidal ultra-violet cleanser which will effectively kill all bio-aerosol DNA based microorganisms.
- Each classroom will have an air circulating device, which will need to be 'on' at all times to help with the circulation within the room.
- Please keep all classroom doors open while students are present.
- Outside Air - (Determining system capabilities to increase outside air per ASHRAE recommendations.

TECHNOLOGY

- Device sanitization - Chromebook Cleaning guidelines:
 - <https://resources.finalsite.net/images/v1584112735/ccsk12inus/abaqgsggxb1m00y-pqnln/HPBusinessPCPrintDeviceCleaningGuidanceMarch2020.pdf>
 - iPad Cleaning guidelines: <https://support.apple.com/en-us/HT204172>

PARENT/STUDENT RESPONSIBILITIES

- Prior to attending school each day, families will complete the health screening in their household in accordance to LES guidelines.
- If the student is sick, they must stay home.
- Students should remain home if anyone in the household has COVID-19 symptoms or is being tested for COVID-19.
- Students/parents must report a COVID exposure
- Students are required to wear clean protective facial coverings.

PERSONAL PROTECTION EQUIPMENT

- Staff are required to wear clean protective facial coverings at all times
- Clear facial shields are acceptable over a mask
- Please notify Jonathan if you need additional inventory of PPE and determine ordering needs to prevent shortage.

SOCIAL EMOTIONAL

- The Administration and the Covid-19 Advisory team will be responsible for the following activities:
 - Identify long and short term plans for welcoming students including establishing welcoming routines and rituals that assist students with acclimating to their current schedule and new expectations (i.e. physical distancing etc)
 - Strategize the best way to communicate expectations and procedures to families and students prior to the return to school
 - Head efforts to lead team-building activities amongst peers
 - Identify strategies for building the school community
 - Assist in evaluating data to assess success of back-to-school, SEL and welcoming activities
 - Identify explicit SEL activities to support transition
 - Identify professional development needs and opportunities to support staff in developing their ability to promote SEL and respond to student needs
 - Will assist in evaluating and responding to student/parent/staff feedback

- Each classroom should focus on building a Culture of Resiliency through the use of the following activities:
 - Morning Circle - Classroom Meetings.
 - [Closure Activities](#): This should be completed in the first few days of school
 - Provide virtual opportunities for the back-to-school transition
 - Mood Meter: Students should be provided with opportunities to explore their feelings related to physical distancing as well as their feelings related to returning to school. These feelings should be validated.
 - [Routines](#) and Rituals: Time should be set aside during the first two weeks to teach and reteach daily routines, handwashing and proper hygiene, and classroom/building rituals. This also includes any drills that will be performed during the year.
 - Consider opportunities for students to work together cooperatively, feel empowered, and help others, while being observing physical distancing.
 - Each classroom should have daily [check-ins](#) with students to obtain insight into how the student is coping with stress and transitions.
 - Provide opportunities for students to spend time with previous classmates or teachers
 - Provide opportunities for students to voice concerns, needs, and challenges
- Recognize and respond to [stigma and racism](#) that may occur as a result of Covid-19, which includes:
 - Those who have tested positive for Covid-19 or experienced symptoms of Covid-19
 - Those who have a family member that experienced symptoms or were diagnosed with Covid-19
 - Those with respiratory illness that may result in coughing or sneezing

MENTAL HEALTH

- Staff should anticipate that some students, particularly adolescents, may come in experiencing fatigue, sleepiness, and difficulties sustaining focus. This may require more gradual implementation of academic rigor (as compared to previous years) and increased focus on SEL
- Teachers should be aware of mental health concerns that may require a referral for additional support.
- Regular formal and informal check-ins should be established with students who opt to participate in virtual learning
- Although some have had a negative and distressing experience with physical distancing, do not assume student in need will voluntarily disclose their distress or talk immediately about their experience, so frequent check-ins are beneficial
- At the beginning of the school year, staff should triage students at most risk for difficulties transitioning/coping, and establish regular formal and informal check-ins and proactive support.

SAFETY DRILLS

- Earthquake Drill
 - One drill per month will continue.
 - Drill should be clearly announced so students and staff are aware of the drill and their protocols.

- Combine with fire drill and follow evacuation procedures for fire drill outlined below.
- Fire Drills
 - Monthly drills are still required and will begin in October- We will have a staggered drill time which is preplanned.
 - During pandemic, drills should be clearly announced so students and staff are aware of the drill and their protocols for physical distancing.
 - Return to the building after evacuation should also be staggered for physical distancing.

VISITORS/VOLUNTEERS

- Visitors to our campus will not be permitted initially. The use of Zoom or other virtual meeting capabilities is highly encouraged.
- Contactless drop-off tables may be established at schools for parents dropping off items for students.

ACKNOWLEDGMENT

Please sign below, acknowledging you have read and understand the information provided in this document. You acknowledge until there is a broad availability of a vaccine and/or treatment to COVID- 19, there is a risk for future waves of disease, and the possibility of additional periods of school closures and distance learning practices. Los Encinos School has met the standard of care and cannot guarantee that mask wearing, physical distancing of six feet will be maintained at all times, and faculty, staff, and/or students will not get sick, common cold, flu, etc.

Signature Employee

Date

Print Name



DAILY AT-HOME HEALTH ASSESSMENT INSTRUCTIONS

The following list includes, but is not limited to, symptoms associated with COVID-19 (source: CDC)

Fever or chills • Cough • Shortness of breath or difficulty breathing • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

NOTE: If ill with fever, student must be fever-free (defined by LES as 99.5°F or greater) for at least 48 hours without the use of fever-reducing medicines AND have no respiratory symptoms before returning to campus.

If you answer NO to either of the questions on the Daily Health Assessment forms attached, please do not come to campus. Notify your classroom teachers and Michele Topolsky by email as soon as possible and before 10:00am. Please contact your physician's office for further recommendations and instructions. (mtopolsky@losencinosschool.org)



Los Encinos
School

DAILY AT-HOME HEALTH ASSESSMENT

Today's Date: _____ Grade: _____

Student's
Full Name: _____

Please confirm both statements below.

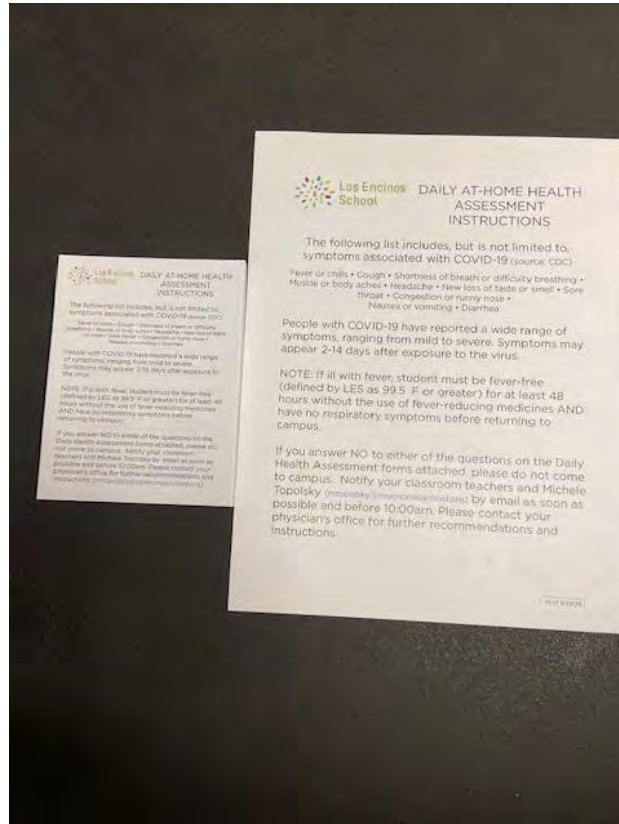
Student's temperature was taken ☐ Yes
this morning and it is at or below 99.5°F. ☐ No

Student is free of all symptoms listed ☐ Yes
in the Assessment Instructions. ☐ No

By completing this form, you acknowledge
you have read and understand COVID-19
symptoms and the assessment and protocols
of Los Encinos School.

(above) Print the name of parent/guardian
who is completing this form

AT-HOME ASSESSMENT – SAMPLE PHOTO



Los Encinos School DAILY AT-HOME HEALTH ASSESSMENT

Today's Date: _____ Grade: _____

Student's Full Name: _____

Please confirm both statements below

Student's temperature was taken this morning and it is at or below 99.5 °F. ☐ Yes ☐ No

Student is free of all symptoms listed in the Assessment Instructions. ☐ Yes ☐ No

By completing this form, you acknowledge you have read and understand COVID-19 symptoms and the assessment and protocols of Los Encinos School.

(above) Print the name of parent/guardian who is completing this form

Los Encinos School DAILY AT-HOME HEALTH ASSESSMENT

The following list includes, but is not limited to, symptoms associated with COVID-19 (source: CDC):

- Fever or chills • Cough • Shortness of breath or difficulty breathing • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

NOTE: If ill with fever, student must be fever-free (defined by LES as 99.5 °F or greater) for at least 48 hours without the use of fever-reducing medicines AND have no respiratory symptoms before returning to campus.

If you answer NO to either of the questions on the Daily Health Assessment forms attached, please do not come to campus. Notify your classroom teachers and Michele Topolsky (mtopolsky@losencinoschools.org) by email as soon as possible and before 10:00am. Please contact your physician's office for further recommendations and instructions.



Los Encinos School

17100 Ventura Boulevard, Encino, CA 91316

PH: 818.990.1006 FAX: 818.990.0142 WEBSITE: www.losencinosschool.org

October 7, 2020

County of Los Angeles Department of Public Health

Re: School Waiver, TK-2 In-Person Education

Dear Representative,

This letter is the one voice of the Los Encinos School Board, comprised of the Executive Committee and Trustees. As a Board, it is our duty to meet the needs of the school and its community today and plan for tomorrow. Today, with the County of Los Angeles in Tier 1 of California's Reopening Plan, we are in full support of the Los Encinos School waiver application to reopen following the guidelines of the CDC, the Los Angeles County Health Department, OSHA, and other advisory organizations for independent schools.

Los Encinos School is a small independent school in Encino (San Fernando Valley) founded in 1980. It is a K-6 elementary school with currently 169 students. The population of the school has had little fluctuation during the COVID-19 pandemic which is a testament to our Head of School and the commitment of our families to our school. The entire community, faculty, staff, and families are bound by our shared philosophy of providing a comprehensive educational program within a nurturing environment, a commitment to *nothing is bigger than childhood*.

Los Encinos School has an extensive reopening plan that allows for flexibility and transparency while prioritizing the health and safety of the community during the COVID-19 pandemic, and until there is a vaccine and/or medication to control this virus. The Board has fiscally supported the school in all the upgrades to the facility: ventilation, hand washing stations, upgrade plumbing to no-touch facets, new furniture to allow for efficient cleaning, plexiglass barriers for tables, plexiglass mobile dividers, PPE equipment for faculty and staff, and upgraded cleaning equipment and supplies. Also, the Board fully supported the decision to increase the cleaning personnel to adhere to a rigorous cleaning schedule prior to the start of school, throughout the school day, and end of school day. In addition to these upgrades, and increased staff, Los Encinos School has arranged classrooms to allow for six feet physical distancing, created outdoor classrooms and space, and designed specific traffic flow through campus. The administration, faculty, and staff have participated in trainings of COVID-19 symptoms, exposure, exposure risks, hygiene, and cleaning protocols.

To our delight, Los Encinos School received the complete approval of our safety protocols in place during an October 2, 2020 site visit from the Los Angeles Health Department. We are ready to safely welcome our students eventual return to campus.

The waiver application materials will provide details to all the above mentioned as well as including emotional assistance to the community, faculty/staff, students, parents, and the extended families.

We, the Board, stand in full support of the Head of School and Los Encinos School in reopening and maintaining the standard of care for students, faculty, staff, and community.

Thank you for your guidance, time, and consideration.

Respectfully,

Los Encinos School Board

Angie Platt, Chair
David ZeBrack, Vice Chair
Anne Guenther, Secretary
Nick Rich, Treasurer
Angie Adinmais, VP Development
Jason Keller, Trustee
Chris Adams, Trustee
Stewart Bloom, Trustee
Kathy Gordon, Trustee

Chad Tew, Trustee
Lori Guggenheim, Trustee
Michael Yee, Trustee
Monica Harb, Trustee
John Rubeli, Trustee
Ryan Glenn, Trustee
Jamie Urman, Trustee
Catherine Bridge Trustee
Ilene Reinfeld, Head of School



August 17, 2020

RE: Los Encinos School

To Whom It May Concern:

My name is Francine R. Kaufman, M.D. I am a pediatric endocrinologist at Children's Hospital Los Angeles. I have been a board-certified pediatrician in the State of California since 1981. My 44-page Curriculum Vitae that attests to the fact that I am amply experienced to opine on the extensive plan developed by Los Encinos school to obtain a waiver for school restart is available upon request. I have been attending Back to School Covid Team Meetings at Los Encinos for the last month during which time an extensive plan was developed and presented to multiple stakeholders. The plan incorporates the CDC, Los Angeles County Department of Health, and the AAP recommendations for safe return of students, faculty and staff.

The plans include compulsory mask wearing, physical distancing of students and staff, restriction of entry of non-faculty and non-students, extensive cleaning and ventilating measures, outdoor activities as much as possible, segregating students into smaller pods, on site and off site testing of faculty, reporting of infected or presumed infected students and teachers to LA County, hand sanitizing stations throughout the school, plexiglass shields in various areas, isolation of students/staff who become sick at school, temperature taking and health screening daily before entrance to school, hybrid learning options, and other additional measures determined by a representative body of faculty, parents, teachers, administrators and physicians.

The impressive and well-detailed plan put forth by the Covid committee includes all essential elements outlined by essential organizations listed above. I have discussed this plan with many colleagues and they were extremely impressed with the comprehensive nature of Los Encinos Back to School Plan.

If you have any questions, please feel free to contact me at fkaufman@chla.usc.edu or 818-436-9399.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Fran Kaufman".

Francine Ratner Kaufman, M.D.
Chief Medical Officer, Senseonics, Inc.

Distinguished Professor Emerita of Pediatrics
The Keck School of Medicine of the University of Southern California and the Children's
Hospital Los Angeles
Past President of the American Diabetes Association

St. Nicholas of Myra Church
An Anglo-Catholic Parish in the Episcopal Tradition

17114 Ventura Blvd.

Encino, CA 91316

818-788-4486 Office 818-788-4570 Fax

Father Michael E. Cooper, S.C.P.

Rector

August 21, 2020

County of Los Angeles – Public Health

Re: School Waiver

To Whom It May Concern,

This letter will serve as evidence to our support of Los Encinos School waiver application to reopen following the guidelines of the CDC, the Los Angeles County Health Department, OSHA, and other advisory organizations.

Los Encinos School has leased our church property since 1980. It has grown from leasing part of our mission style offices and classrooms to its total. We have watched Los Encinos School thrive in the last 40 years. Our relationship is open and transparent. We communicate on a regular basis with the Head of School and members of their Board. We are confident that Los Encinos School is able to reopen in a manner that is safe and healthy to all their constituents.

With blessings,

A handwritten signature in black ink that reads "FR. Michael E. F. Cooper, S.C.P." The signature is written in a cursive, flowing style.

Father Michael E. F. Cooper, S.C.P.
St. Nicholas of Myra Parish Church

Reopening Protocols for K-12 Schools: Appendix T1

Recent Update

9/4/20: Corrected number of days, from 12 to 14, on page 5

9/2/20: Updated to permit schools to offer in-school services for small cohorts of students with Individualized Education Plans (IEPs) and children who are English Learners (EL) needing assessments and/or specialized in-school services starting September 14, 2020, provided that the number of students on campus at any one time does not exceed 10% of the total student body, and provided schools fully implement this protocol (the LAC Health Officer Reopening Protocols for K-12 Schools) and the Protocol for COVID-19 Exposure Management Plan in K-12 Schools; Updated to clarify use of cohorting for provision of specialized services and for provision of child care programs located at school buildings. Updated to promote use of outdoor space for most permitted on-site activities. Also updated to indicate that when schools are permitted to reopen fully for on-site learning, the cohorting approach will be applied to classrooms. (Content related to most recent updates is highlighted in yellow through this document).

All K-12 schools in California counties that are in Tier 1 of the State's Framework for Recovery, including Los Angeles County, are prohibited from reopening for in-person instruction except to address needs of students requiring specialized support and services, as described below. In compliance with this order and except for students needing specialized services, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implementation of remote learning, and, starting September 14, 2020, to serve children who qualify for specialized services. All measures to ensure the safety of employees and students in this protocol for Reopening of K-12 Schools and of the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. Waivers for opening of elementary (TK through grade 6) education are not currently being offered or permitted.

During this period when schools are generally restricted to remote learning, two types of on-site programming are permitted: (1) specialized services for defined subgroups of children who need in person services and support, as well as (2) ECE licensed child care and day care for school-aged children with proper licensure or waiver of same from Community Care Licensing (CCL). Specialized services for subgroups of students and day care for school-aged children must be carried out in in compliance with all provisions for safe opening of schools detailed in this document. In addition, both types of programming must be provided to children either individually or in cohorts. Key elements of cohorting for both types of program are as follows.

- For purposes of these two types of programs, a cohort is defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.
 - Note that while some children may be part-time participants in the cohort, other children cannot be added to the group to reach the maximum of 12 at all times. Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

- While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs, the total on-campus population may not exceed 10% of the total student body at any one time.
- A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult.
- A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school.
- LEAs and schools that choose to implement either or both of these on-site services while schools are otherwise closed to in-person instruction, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. A reporting form can be found at [Small Group Instruction Notification Form](#).

Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).

Specific requirements for each of the two types of currently permitted on-site programming are as follows:

1. Specialized Services for defined subgroups of children

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve an initial subpopulation of students with IEPs and students who are English Language learners. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of total student body at any one time.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
- Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.
- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged.
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

2. Day care for school-aged children and/or child care programs located in schools

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#)
- As in the case of specialized services, use of outdoor space is strongly recommended for learning as well as for meals, recreation and other activities in the course of the day.

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

Institution name:

Address:

Maximum Occupancy, per Fire Code:

Approximate total square footage of space open to faculty and/or students:

Los Encinos is a K-6 elementary school, only middle school aged student is 6th grade, 19 students

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ORDER OF THE HEALTH OFFICER



Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ K: _____ 1: _____ 2: _____ 3: _____ 4: _____ 5: _____
6: _____ 7: _____ 8: _____ 9: _____ 10: _____ 11: _____ 12: _____

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- ☐ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ☐ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
 - Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- ☐ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance (posted at K-12 Exposure Management Plan) that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and

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- Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- ❑ A plan to report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
- ❑ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ❑ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
 - The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
 - The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ❑ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ❑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ❑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- ❑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ❑ [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ❑ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ❑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
 - Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or

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a cubicle with a solid partition that exceeds the height of the employee when standing.

- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ☐ Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- ☐ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ☐ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- ☐ All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- ☐ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Classrooms _____
 - Laboratories _____
 - Nurse's office _____
 - Counseling and other student support areas _____
 - Front office _____
 - Other offices _____
 - Other (auditorium, gymnasium, library if in use) _____
 - _____
- ☐ High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
Each classroom and office, spread throughout campus _____
- ☐ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
 - Building entrance/s,exit/s
 - Central office
 - Stairway entrances
 - Elevator entry (if applicable)

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- Classrooms
- Faculty breakroom
- Faculty offices: _____
- ☐ Soap and water are available to all employees at the following location(s):
Sinks in classrooms, bathrooms, free standing wash stations at entrances/exits and other locations
- ☐ Employees are offered frequent opportunities to wash their hands.
- ☐ Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:
School has been updated with germicidal UV light, merv 3 air filters, electrostatic spray

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS
(CHECK ALL THAT APPLY)**

- ☐ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: _____.
- ☐ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: _____.

N/A

- ☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
 - A maximum of one child per bus seat.
 - Use of alternating rows.
- ☐ Additional measures in use to ensure physical distancing (Check all that apply):
 - ✗ Staggered school start times to permit more than one trip per bus at school start and close.
 - ✗ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
- N/A ☐ Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
- N/A ☐ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - Other: _____

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- ☐ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
- ☐ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
 - ☐ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
 - ☐ Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
 - ☐ The following Measures are in place to avoid crowding on stairways:

▪ Designation of up and down stairways	X
▪ Staggering of breaks between classes	X - N/A with current cohort guidelines
▪ Monitoring of stairways by school staff	X
▪ Other:	

- ☐ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

- ☐ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.

☐ In-person class size has been limited to ____ students in elementary grades.

☐ In-person class size has been limited to ____ students in middle and high school grades.

☐ The school day has been divided into shifts to permit fewer students per class.

☐ Attendance is staggered to reduce the overall number of students in classrooms on a given day.

☒ Some classes have been moved entirely online.

☒ Online class attendance and participation is offered as an option for all students for all classes.

☒ Alternative spaces are used to reduce the number of students within classrooms. These may include:

- | | |
|------------------|-----|
| ▪ School library | X |
| ▪ Auditorium | N/A |
| ▪ Cafeteria | N/A |
| ▪ Gymnasium | N/A |
| ▪ Other: | |

Parish Hall

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- X○ Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- X Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- N/A Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- X Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- Other:

☒ Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

☒ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:

N/A Offering access to locker rooms only when staff supervision is possible Staggering locker room access

X○ Creating alternative options for storage of student clothing, books and other items.

☒ Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

X Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.

N/A If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.

X Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.

N/A If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.

N/A If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

N/A ☐ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

N/A ☐ Measures are in place to permit physical distancing in school areas used for student support services.

- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

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- Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

☐ Measures are in place to permit physical distancing in administrative areas of the school.

- X○ Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- X○ Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- X○ Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

☐ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.

X○ Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).

Note visitors not permitted

X Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.

Note-masks required at all times

X○ The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives

X○ Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

X Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been

2nd room n/a, if this scenario occurs while there is a sick student in designated area; student will wait with staff member in front office or outside in pick-up area, weather permitting

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determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

- ☐ Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
 - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- ☐ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
 - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
 - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
 - Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
 - Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
 - Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
 - ✗ At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - ✗ The school HVAC system is in good, working order.

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- ✗ HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- ✗ Portable, high-efficiency air cleaners have been installed if feasible.
- ✗ Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- ✗ Air filters have been upgraded to the highest efficiency possible.
- Other:

☐ Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).

N/A

- ✗ A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
- Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- ✗ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
- ✗ Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- ✗ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- ✗ Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N" are used according to product instructions.
- To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
- ✗ Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- ✗ Custodial staff and other staff responsible for cleaning and disinfecting are equipped

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with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

- ✗ All cleaning products are kept out of children's reach and stored in a space with restricted access.
- ✗ Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ✗ Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- ✗ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ✗ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
 - Restrooms: _____
 - Lobbies/entry areas: N/A
 - Teacher/staff break rooms: Not in use
 - Class rooms _____
 - Cafeteria dining area: N/A
 - Cafeteria food preparation area: N/A
 - Front office: _____
 - Other offices: _____
 - Other areas: _____

☐ Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):

- ✗ Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
- ✗ All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
- N/A ☐ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ✗ Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- ✗ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.

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Face coverings are provided by school

- ☒ As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- ☒ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- ☒ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- ☒ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- ☒ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

☐ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):

- ☒ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color coded system is used to minimize students from different cohorts using the bathroom at the same time.
- ☒ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- ☒ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- ☒ Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- ☒ Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of

Where sinks are not in classroom

unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- ✕ Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

N/A ☐ Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- Buffet and family style meals have been eliminated.
- Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- Physical barriers are in place where needed to limit contact between cafeteria staff and students.
- Optional-Describe other measures:

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

☐ Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

See attached documents

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
- Who to contact at the school if student has symptoms or may have been exposed _____
- How to conduct a symptom check before student leaves home _____
- Required use of face coverings _____
- Importance of student compliance with physical distancing and infection control policies _____
- Changes in academic and extracurricular programming in order to avert risk _____
- Changes in school meals in order to avert risk _____
- School policies concerning parent visits to school and advisability of contact the school remotely _____
- Importance or providing the school with up-to-date emergency contact information including multiple parent contact options _____

- Other:

- ☒ A copy of this protocol is posted at all public entrances to the school.
- ☒ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- ☐ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ☒ The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- ☒ Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- ☒ Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- N/A ☐ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
- This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ☒ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

Business Contact

Name:

Jonathan Beckmann, Assistant Head of School

Phone number:

818-990-1006

Date Last Revised:

09/08/2020



CHECKLIST FOR MANAGING COVID-19 EXPOSURES INVOLVING STUDENTS & ADULTS

1. Have parents or student notified the School that student has tested positive for COVID-19?
 - a. If yes, **go to No. 4 below.**
 - b. If no, **go to No. 2 below.**
2. Did the student exhibit one or more symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea¹ ("Symptoms Associated with COVID-19") during a daily temperature or symptom screening or during the school day while on the School campus?
 - a. If yes, **go to No. 3 below.**
 - b. If no, **go to No. 5 below.**
3. If student exhibits symptoms associated with COVID-19 during the school day while on the School campus, but has not tested positive for COVID-19, follow these steps:
 - a. **Contact Jonathan/Michele, they will come and escort student to the *Safe Care Corner* (Mr. Beckmann's office) for isolation:**
 - i. **Immediately**, the student's parents/legal guardians will be contacted or, if parents are unavailable, student's emergency contact to pick up student **as soon as possible**
 - Student must be signed out by a parent or student's emergency contact unless the Head of School or designee specifically authorizes otherwise
 - ii. If student is exhibiting **emergency warning signs** for COVID-19, we will **seek emergency medical care immediately, i.e., call 9-1-1 immediately**. Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.
 - b. **Isolate student:**

¹ This list does not include all possible symptoms. The CDC will continue to update this list as it learns more about COVID-19. For the most current information, visit CDC Symptoms of Coronavirus, which is available here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- i. While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Student will be kept isolated in the *Safe Care Corner* away from others
 - At all times, student will be **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment (“PPE”) as set forth in the School’s Injury and Illness Prevention Program (“IIPP”) and, if feasible, maintaining a 6 foot distance from student.
- b. **Clean and Disinfect:**
 - i. **Close off** all areas of the School campus that the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School’s Policy for Cleaning and Disinfecting the School Campus
 - ii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
- c. **Protect student’s privacy:**
 - i. Do **not** share student’s name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share student’s name or any other identifiable information with any students, parents, members of the School community, or any other individual
- d. **Contact public health department:**
 - i. In consultation and coordination with public health officials, Jonathan/Michele will determine the necessary next steps, including documenting, reporting, tracking, and contact tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home.
- e. **Inform parents:**
 - i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. To notify the School immediately if the student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 below.**
 - iii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:

- At least 10 days have passed since student first began to exhibit Symptoms Associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea AND student has been free of fever (LES defined “fever” is 99.5° F or greater) for at least 48 hours **without the use of fever-reducing medicines** AND any respiratory symptoms student exhibited have improved.
- Student was tested for COVID-19 after student began exhibiting Symptoms Associated with COVID-19 and the test shows that student is not infected with COVID-19. Parents must provide a copy of the viral (*i.e.*, non-antibody) test.
- Student’s health care provider certifies that student is free from COVID-19. Parents must provide a copy of the health care provider’s note.

g. **When student returns to school:**

- Inform parents and student to notify the School immediately if student experiences a recurrence of any symptoms associated with COVID-19
 - If student exhibits a recurrence of any symptoms associated with COVID-19, **go to No. 3 above.**

4. Follow these steps if parents or student has notified the School that student has tested positive for COVID-19.

a. ***If the student is on campus, contact parents or seek medical care:***

- Immediately** contact student’s parents or, if parents are unavailable, student’s emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student’s emergency contact unless the Head of School or designee specifically authorizes otherwise
- If student is exhibiting **emergency warning signs** for COVID-19, **we will contact emergency medical care immediately, *i.e.*, call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

b. **Isolate student:**

- While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Student will be isolated in our *Safe Care Corner* away from others
 - Student will continue **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment (“PPE”) as set forth in the School’s Injury and Illness Prevention Program (“IIPP”) and, if feasible, maintaining a 6 foot distance from student.

c. **Clean and Disinfect:**

- i. **If student has been on campus in the last 14 days, close off** all areas of the School campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - ii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
- d. **Inform parents:**
 - i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:
 - Student has not had any Symptoms Associated with COVID-19, and at least 10 days have passed since the Student's positive COVID-19 test.
 - Student has not had any Symptoms Associated with COVID-19, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.
 - Student is free of fever (LES "fever" is defined as 99.5° F or greater) **without the use of fever-reducing medicines**, any respiratory symptoms Student exhibited have improved, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.
- e. **Contact local public health department:**
 - i. Jonathan/Michele will notify local public health department of the positive COVID-19 case
 - ii. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home
- f. **Consider closing campus in consultation with local public health officials:**
 - i. In consultation with the local public health officials, the Head of School should consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer

- ii. If school closure is warranted:
 - LES will communicate plans for school closure with students, parents, and employees
 - Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere
 - Implement distance learning plan to maintain continuity of education
 - Maintain regular communications with the local public health department
- g. **Communicate potential exposure with School community:**
 - i. Maintain confidentiality of student's information
 - Do **not** share student's name or any other personally identifiable information with any School employees unless that employee has a **legitimate** need to know
 - Do **not** share student's name or any other personally identifiable information with any students, parents, members of the School community, or any other individual
 - ii. Send **Sample Notice to School Community on Exposure to COVID-19** modified based on the circumstances, or similar notice that:
 - Does **not** identify the student by name;
 - Does **not** include information that would enable the reader to identify the student; and
 - Provides enough information for the reader to have a meaningful discussion with a healthcare provider and take the appropriate risk mitigating steps (*e.g.*, increased social distancing, hand washing, self-monitoring of symptoms, etc.)
- h. **When student returns to school:**
 - i. Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

5. Has parent or student notified the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19?

- a. If yes, **go to No. 6 below.**
- b. If no, **go to No. 7 below.**

6. Steps if parent or student notified the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19:

- a. ***If the student is on campus, contact parents:***

- i. Contact student's parents or, if parents are unavailable, student's emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student's emergency contact unless the Head of School or designee specifically authorizes otherwise
- b. **Isolate student:**
 - i. While student waits to be picked up by parents or emergency contact:
 - We will isolate student in the *Safe Care Corner* away from others
 - Make sure student is **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment ("PPE") as set forth in the School's Injury and Illness Prevention Program ("IIPP") and, if feasible, maintaining a 6 foot distance from student.
- c. **Inform parents:**
 - i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. To monitor student for Symptoms Associated with COVID-19
 - iii. To notify the School immediately if student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 above.**
 - iv. That student cannot return to school until 14 days have passed since student's exposure to the individual with COVID-19 as advised by the Centers for Disease Control and Prevention ("CDC") and the parents complete a Student Certification to Return to School form.
- d. **Clean and Disinfect:**
 - ii. **If student has been on campus in the last 14 days, close off** all areas of the School campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - iii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s).
- e. **Protect student's privacy:**
 - i. Do **not** share student's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know

- ii. Do **not** share student's name or any other identifiable information with any students, parents, members of the School community, or any other individual
- f. **LES will contact public health department:**
 - i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home
- g. **When student returns to school:**
 - i. Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

7. Assess Next Steps:

- a. Student may continue to attend School as normal.
 - i. If student subsequently exhibits Symptoms Associated with COVID-19, **go to No. 3 above.**
 - ii. If parents or student notify the School that student has tested positive for COVID-19, **go to No. 4 above.**
 - iii. If parents or student notify the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, **go to No. 6 above.**
- b. If parents state that student is not able to attend school for reasons related to COVID-19 not addressed herein, *e.g.*, having a disability, having a serious underlying health condition, living with an individual with a serious underlying health condition, then assess next steps on an individual basis.



**Los Encinos
School**

ALTO

**FAVOR DE LEER ANTES DE ENTRAR
TOQUE EL TIMBRE Y ESPERE QUE UN EMPLEADO DE LOS ENCINOS
SCHOOL LE ATIENDA**

Síntomas asociados con COVID-19 de la CDC

Fiebre o escalofríos	Tos
Dificultad para respirar	Dolor de garganta
Falta de aire	Dolor de cabeza
Dolores musculares y corporales	Nausea y vomito
Diarrea	Perdida reciente del olfato o el gusto

Esta lista no incluye todos los síntomas posibles

Cualquiera podría tener síntomas desde leve a severos. Personas con COVID-19 han reportado una grande variación de síntomas – desde síntomas leves a enfermedad severa. Síntomas pueden aparecer después de 2-14 días de la exposición al virus.

- Usted tomo su temperatura esta mañana y esta a/o mas baja que 99.5° ____Si ____No
- Usted no tiene ningún síntoma mencionado anteriormente ____Si ____No

Tenga en cuenta: En caso de estar enfermo con fiebre tendrá que pasar por lo menos 48 horas sin fiebre (LES define tener fiebre después de los 99.5°F o mas) sin el uso de medicinas para reducir la fiebre Y cualquier síntoma respiratorio para estar en el campus.

**Si respondió con NO a cualquiera de las preguntas anteriores
por favor NO ENTRE al campus.**

**Si respondió con si a las dos preguntas, debe de entrar el campus con el
uso de una mascarilla. El uso de la mascarilla es requerido a todo momento
durante su visita a nuestro campus.**

Gracias

Los Encinos School
818-990-1006



**Los Encinos
School**

STOP

**PLEASE READ BEFORE ENTERING
RING BELL AND WAIT FOR A LOS ENCINOS SCHOOL EMPLOYEE**

Symptoms Associated with COVID-19 from the CDC

Fever or chills	Cough
Shortness of breath	Sore throat
Difficulty breathing	Headache
Muscle or body ache	Nausea or vomiting
Diarrhea	New loss of taste or smell

◇ This list does not include all possible symptoms.

People with COVID-19 have reported a wide range of symptoms from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

- You took your temperature this morning, and It is at or below 99.5° ☐ Yes ☐ No
- You have no symptoms listed above ☐ Yes ☐ No

NOTE: If ill with fever you must be fever free (LES defined “fever” is 99.5° F or greater) for at least 48 hours without the use of fever-reducing medicines AND any respiratory symptoms to be on school campus.

**If you answered NO to one or both of these questions
please DO NOT ENTER campus.**

**If you answered yes to both questions, face mask must be worn at all
times while on campus.**

Thank you

Los Encinos School
818-990-1006



17100 Ventura Boulevard, Encino, CA 91316

PH: (818) 990-1006 FAX: (818) 990-0142 WEB: www.losencinosschool.org

October 7, 2020

County of Los Angeles Department of Public Health

Re: School Waiver Application for Grades TK-2 In-Person Education

To Whom It May Concern:

We are writing to you today as the representatives of the Los Encinos School Parent Association. Please consider this letter as our support of our Head of School, Ilene Reinfeld. We are confident in Ms. Reinfeld's decisions, and know that she would not reopen school unless all health and safety measures are in place and she has the support of her community. Even before COVID-19, we were indoctrinated with her mantra, "My number one goal is the safety of our students, faculty and staff, and our community."

As soon as reports started to come out about COVID-19, Ms. Reinfeld began educating the Los Encinos School community. It is her practice to be as transparent and open as possible, she even has an "Open Door" policy. Throughout this pandemic Ms. Reinfeld, and Mr. Beckmann, Assistant Head of School have been updating us and supporting us through emails, newsletters, zoom parent information meetings with various guest speakers from doctors, therapists, and educators to technology support and education.

We are in support of the TK-2 school waiver application. Our school is a safe place for our children.

Thank you for your consideration.

Respectfully,

x **Rita Ragusa**

Rita Ragusa, President
Los Encinos School
Parent Association

x **Carlyn Suriano**

Carlyn Suriano, Vice President
Los Encinos School
Parent Association

/mt









PA Ltr of Support

Final Audit Report

2020-10-08

Created:	2020-10-07
By:	Michele Topolsky (mtopolsky@losencinosschool.org)
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